CALL TO ORDER
The Regular Meeting of the Congestion Management Program & Planning Committee (CMPP) was called to order at 10:01 a.m. by Chairperson O’Neill in Conference Room B-106, 3331 North First Street, San José, California.

1. ROLL CALL

<table>
<thead>
<tr>
<th>Attendee Name</th>
<th>Title</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dev Davis</td>
<td>Alternate Member</td>
<td>Absent</td>
</tr>
<tr>
<td>Lan Diep</td>
<td>Member</td>
<td>Absent</td>
</tr>
<tr>
<td>Johnny Khamis</td>
<td>Vice Chairperson</td>
<td>Present</td>
</tr>
<tr>
<td>Bob Nunez</td>
<td>Alternate Member</td>
<td>N/A</td>
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<tr>
<td>Teresa O’Neill</td>
<td>Chairperson</td>
<td>Present</td>
</tr>
<tr>
<td>Rob Rennie</td>
<td>Alternate Member</td>
<td>N/A</td>
</tr>
<tr>
<td>Savita Vaidhyanathan</td>
<td>Member</td>
<td>Present</td>
</tr>
</tbody>
</table>

A quorum was present.

2. PUBLIC PRESENTATIONS

There were no Public Presentations.

3. ORDERS OF THE DAY

There were no Orders of the Day.

CONSENT AGENDA

4. Regular Meeting Minutes of October 19, 2017

M/S/C (Khamis/Vaidhyanathan) to approve the Regular Meeting Minutes of October 19, 2017.

NOTE: M/S/C MEANS MOTION SECONDED AND CARRIED AND, UNLESS OTHERWISE INDICATED, THE MOTION PASSED UNANIMOUSLY.
5. **TFCA Project Status Report**

M/S/C (Khamis/Vaidhyanathan) to review the status of ongoing Santa Clara County Transportation Fund for Clean Air (TFCA) Program Manager Fund projects.

| RESULT: | APPROVED [UNANIMOUS] – Consent Agenda Item #s 4 – 5 |
| MOVER: | Johnny Khamis, Vice Chairperson |
| SECONDER: | Savita Vaidhyanathan, Member |
| AYES: | Khamis, O’Neill, Vaidhyanathan |
| NOES: | None |
| ABSENT: | Diep, Davis (Alt.) |

**REGULAR AGENDA**

6. **Commuter Shuttle Program Policy**

Inez Evans, Chief Operating Officer, and Ken Ronsse, Deputy Director of Rail & Facilities, provided an overview of the staff report, highlighting: 1) operational challenges, including public safety and scheduling concerns; and 2) summary of feedback received from VTA Advisory Committees.

Angelique Gaeta, Chief of Staff, emphasized policy goals of safety and coordination. She noted program details will be presented to the Committee at a future meeting for review and approval.

**Public Comment**

Doug Bloch, Teamsters Joint Council 7, noted benefits of coordinated operations between public transit and commuter shuttles. He suggested VTA include a labor harmony provision in the proposed policy.

Adolf Felix, Teamsters Local 853, noted importance of coordination between transit and commuter shuttle operators, citing issues with scheduling and need for designated safe areas for staging.

Roland Lebrun, Interested Citizen, commented about the need for a policy similar to the City of San Francisco’s, highlighting safety as priority. He noted decals should have assigned serial numbers and suggested cost recovery options and capital improvement funding strategy.

Chris O’Connor, Silicon Valley Leadership Group, expressed concern about the lack of program details to evaluate the proposed policy. He noted commuter shuttles are a positive supplement to existing public transit and made the following program suggestions: 1) keep it simple and low cost; 2) scope should adhere to addressing issues; and 3) work with stakeholders to develop program details prior to implementation.
Discussion ensued about a labor harmony provision. Members of the Committee noted VTA should not be involved in labor matters concerning commuter shuttle providers and reiterated that the policy should focus on safety, coordination, and cost recovery. Staff concurred and noted it would be helpful to have a commuter service disruption plan to ensure VTA operations are not impacted.

Members of the Committee made the following comments: 1) staging areas should not include local streets; 2) noted importance of coordination to maintain safety and ensure VTA service performance is not impacted; and 3) requested program details be brought forward to VTA Committees and Board for review and approval.

M/S/C (Khamis/Vaidhyanathan) to recommend that the VTA Board of Directors adopt a policy for a Commuter Shuttle Program, which requires commuter shuttle operators to adhere to a set of rules and regulations, as amended from time to time by the General Manager, in order to access VTA-owned real property and/or VTA-controlled areas, including VTA facilities.

| RESULT:     | APPROVED [UNANIMOUS] – Agenda Item #6 |
| MOVER:      | Johnny Khamis, Vice Chairperson       |
| SECONDER:   | Savita Vaidhyanathan, Member          |
| AYES:       | Khamis, O’Neill, Vaidhyanathan        |
| NOES:       | None                                   |
| ABSENT:     | Diep, Davis (Alt.)                    |


John Sighamony, Senior Transportation Planner, provided an overview of the staff report.

Members of the Committee and staff discussed the following: 1) interchange and bicycle projects they would like highlighted in the document; 2) use of Big Data to determine level of service on Congestion Management Program (CMP) intersections; and 3) VTA efforts to determine Senate Bill (SB) 743 implementation strategies.

Members of the Committee commended staff on the report and expressed support of the use of technology to inform decisions on an ongoing basis.

**Public Comment**

Mr. Lebrun offered an explanation of Big Data processes, noted the need for a robust origin-destination study to inform planning, and noted plans should be data driven.
M/S/C (Khamis/Vaidhyanathan) to recommend that the VTA Board of Directors adopt the 2017 VTA Congestion Management Program (CMP).

RESULT: APPROVED [UNANIMOUS] – Agenda Item #7
MOVER: Johnny Khamis, Vice Chairperson
SECONDER: Savita Vaidhyanathan, Member
AYES: Khamis, O’Neill, Vaidhyanathan
NOES: None
ABSENT: Diep, Davis (Alt.)

8. VTA Complete Streets Policy

Lauren Ledbetter, Senior Transportation Planner, provided an overview of the staff report and a summary of feedback received from VTA Advisory Committees.

Members of the Committee expressed support of protected bicycle facilities and suggested revising the policy to state that capital projects should improve conditions for pedestrians, bicyclists, and transit customers.

Public Comment

Mr. Lebrun echoed the Committee’s sentiments on physically separated bicycle lanes and highlighted the bicycle superhighway example in London, England.

M/S/C (Khamis/Vaidhyanathan) to recommend that the VTA Board of Directors adopt the Complete Streets Policy for VTA.

RESULT: APPROVED [UNANIMOUS] – Agenda Item #8
MOVER: Johnny Khamis, Vice Chairperson
SECONDER: Savita Vaidhyanathan, Member
AYES: Khamis, O’Neill, Vaidhyanathan
NOES: None
ABSENT: Diep, Davis (Alt.)


Brent Pearse, Transportation Planner, provided an overview of the staff report.

Members of the Committee made the following comments: 1) areas undergoing development could be evaluated to assess future transit service demand; 2) expressed support of Great America Station master planning efforts; and 3) noted future specific planning efforts in the City of Santa Clara.
Public Comment

Mr. Lebrun noted potential for station area around Great America in the City of Santa Clara to be a major multimodal transit center.

Staff highlighted suggested coordination between VTA and Altamont Corridor Express (ACE) to lead a Great America Station Master Plan.

On order of Chairperson O’Neill and there being no objection, the Committee received the Development Review Quarterly Report for July to September 2017.

10. State Route (SR) 87 Technology-Based Corridor Study

Casey Emoto, Deputy Director of Mobility Infrastructure Programs, provided an overview of the SR 87 Technology-Based Corridor Study, highlighting: 1) study goals; 2) existing conditions; 3) potential improvements, including shoulder use considerations; and 4) study work plan and timeline.

Members of the Committee and staff briefly discussed pilot project ideas and costs.

Public Comment

Mr. Lebrun noted a need to assess cause of northbound congestion on SR 87 and offered project ideas. He commented highway bike lanes are not feasible.

On order of Chairperson O’Neill, and there being no objection, the Committee received an update on State Route (SR) 87 Technology-Based Corridor Study.

OTHER ITEMS

11. Items of Concern and Referral to Administration

There were no Items of Concern and Referral to Administration.

12. CMPP Work Plan

On order of Chairperson O’Neill and there being no objection, the Committee reviewed the CMPP Committee Work Plan.

13. Committee Staff Report

Scott Haywood, Transportation Planning Manager, noted the Committee Staff Report indicated a written report was provided to the Committee at their places. He announced the prototype for VTA’s first electric bus is available for Board member viewing following adjournment of this meeting on November 16, 2017, at the VTA River Oaks Visitor’s Parking Lot near the Building B Main Lobby.

On order of Chairperson O’Neill, and there being no objection, the Committee received the Committee Staff Report.
14. **Chairperson’s Report**

Upon query of Chairperson O’Neill, staff confirmed the Committee is scheduled to meet on December 21, 2017.

15. **Determine Consent Agenda for the December 7, 2017, Board of Directors Meeting**

**CONSENT:**

**Agenda Item #5**, Review the status of ongoing Santa Clara County Transportation Fund for Clean Air (TFCA) Program Manager Fund projects.

**Agenda Item #7**, Recommend that the VTA Board of Directors adopt the 2017 VTA Congestion Management Program (CMP).

**Agenda Item #8**, Recommend that the VTA Board of Directors adopt the Complete Streets Policy for VTA.


**REGULAR:**

**Agenda Item #6**, Recommend that the VTA Board of Directors adopt a policy for a Commuter Shuttle Program, which requires commuter shuttle operators to adhere to a set of rules and regulations, as amended from time to time by the General Manager, in order to access VTA-owned real property and/or VTA-controlled areas, including VTA facilities.

16. **ANNOUNCEMENTS**

There were no Announcements.

17. **ADJOURNMENT**

**On order of Chairperson O’Neill**, and there being no objection, the meeting was adjourned at 12:00 p.m.

Respectfully submitted,

Michelle Oblena, Board Assistant
VTA Office of the Board Secretary